

**UPDATE**  
**CPCS**  
**2008 Fiscal Year End**  
**Invoice Load and Sweep Dates**

In order to provide CPCS Year End Reporting to the Line Offices, the CPCS Year End Invoice dates have changed. We are attempting to provide the LO's an opportunity to review and make any necessary accounting changes prior to the Fiscal Year End on September 23rd. With that said, the following are the new CPCS Year End Dates:

September 16, 2008      Invoice Load and Sweep - Partial 1 fiscal year end invoice files. Partial 1 invoice files will cover transactions posted from September 04, 2008 through September 15, 2008. CPCS will be unavailable to users beginning at 5:30 am ET. Users will be notified as soon as CPCS is available.

September 17, 2008      To avoid overloading CPCS and CBS due to the volume of Bankcard users accessing CPCS, we strongly recommend that users observe and follow the time zone schedule below to reconcile and approve their CPCS transactions.

- Cardholders/Group Administrators/Approving Officials in the **Eastern Time zone** should reconcile and approve their transactions between **9:00 am and 11:00 am ET**.
- Cardholders/Group Administrators/Approving Officials in the **Central Time zone** should reconcile and approve their transactions between **10:00 am and 12:00 pm CT**.
- Cardholders/Group Administrators/Approving Officials in the **Mountain Time zone** should reconcile and approve their transactions between **11:00 am and 1:00 pm MT**.
- Cardholders/Group Administrators/Approving Officials in the **Pacific Time zone** should reconcile and approve their transactions between **12:00 pm and 2:00 pm PT**.

Approving Officials should wait until their cardholders have reconciled before accessing CPCS.

*Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET to reconcile and approve CPCS transactions.*

September 22, 2008      Statement Period Closes for Purchases Received by Citibank. *Note: Purchases not received by Citibank by COB September 22, 2008 will be charged to FY09. Therefore, it is recommended that cardholders should not make any purchases after September 16, 2008.*

*Note: All transactions must be reconciled by September 22, 2008.*

***Note: CPCS will not be available to users beginning at 5:30 a.m. ET on September 23, 2008 through October 6, 2008 in order to load and sweep invoices, complete FY08 year end activity, and to update the Bureau, LO, and Cardholder Default Accounting Codes for the new Fiscal Year.***

- September 23, 2008 Invoice Load and Sweep - Partial 2 fiscal year end invoice files. Partial 2 invoice files will cover transactions posted from September 15, 2008 through September 22, 2008. All transactions will be loaded and immediately swept to the cardholder's default accounting code. *Note: Users will be able to reconcile their swept transactions once CPCS becomes available on October 6, 2008.*
- October 6, 2008 Invoice Load and Sweep – Partial 3 fiscal year end invoice files. Partial 3 invoice files will cover transactions posted from September 23, 2008 through October 3, 2008. All transactions will be loaded and immediately swept to the cardholder's default accounting code. Users will be notified as soon as CPCS is available.